AHCCCS ARP Program Award

Frequently Asked Questions

Contents

General

1. **What is the AHCCCS ARP Program Award?**

   The AHCCCS ARP Program Award is a new $40 million award program using funds from the American Rescue Plan (ARP) to strengthen Home and Community Based Services (HCBS) in the state; more information on the ARP and Arizona's Spending Plans can be found hon the AHCCCS ARP web page. The intent of the awards is to help providers enhance the health, safety, and experience of members who receive HCBS in Arizona.

2. **What important dates do I need to be aware of?**

   The following table covers the key dates and deadlines for this award program:

Activity	Date
Application released	April 17, 2023
Application closed	May 16, 2023
Award notifications sent	July 2023 (anticipated)
Awardee completes award notification packet	July 2023 (anticipated)
Awardee receives payment	August 2023 (anticipated)
All funds must be expended	September 2024

3. **What is PCG and how are they involved in the award program?**

   Public Consulting Group (PCG) is a public sector consulting firm that works with health, education, and human services agencies.

   AHCCCS has contracted with PCG to administer the program awards. PCG will provide technical assistance to support providers through the application, award, and payment process.

Eligibility Requirements

4. **Who is eligible to apply?**

   The following providers of HCBS in Arizona are eligible to apply:

   - Behavioral Health Outpatient Clinics (Provider Type 77),
   - Attendant Care (Provider Type 40),
   - Integrated Clinics (Provider Type IC),
   - Assisted Living Centers (Provider Type 49),
   - Assisted Living Homes (Provider Type 36),
   - Habilitation Providers (Provider Type 39),
   - Community Service Agencies (Provider Type A3),
   - Board-Certified Behavior Analysts (Provider Type BC),
   - Adult Foster Care (Provider Type 50),
   - Home Delivered Meals (Provider Type 70),
   - Adult Day Health (Provider Type 27),
   - Elderly and Physical Disability (EPD) HCBS (Provider Type 81), and
   - Area Agencies on Aging.

5. **What are the minimum eligibility requirements?**

   All applicants, excluding Area Agencies on Aging, must have a six-digit Medicaid ID.

6. **Where do I find my Medicaid ID?**

   If you do not know your Medicaid ID, speak to the billing department for your organization.

Eligible and Ineligible Activities

7. **What activities are eligible for award funding?**

   Award funding may be used to:
   - Increase engagement in community activities,
   - Expand supportive employment and employment skills development including volunteerism,
   - Support member voice and their choice to lead self-directed lives,
   - Expand opportunities for social engagement and relationship building,
   - Support recreation and health promotion programs that promote physical activity and nutrition,
   - Expand technology that improves connectivity and telehealth,
   - Expand and enhance independent housing opportunities,

- Create environmental/physical plant upgrades that promote health and safety,
- Increase or build transportation capacity,
- Provide access to assistive technology or service animals to support independence, and
- Enhance data systems and infrastructure that serve to streamline service delivery, promote access to care or supports care coordination efforts.

8. Are any activities ineligible for award funding?

Award funds cannot be used for projects with on-going costs like internet fees or other long-term cost commitments unless the applicant can ensure the long-term sustainability of the award investment.

The program award funding may not supplant or replace existing state funds expended for Medicaid HCBS. Program award funding may be used to supplement, enhance, expand, or strengthen existing services

9. What populations can be served using funds from this program?

The awards are meant to enhance the health, safety, and experience of members who receive HCBS. Arizona Long Term Care System (ALTCS) members and non-ALTCS members with behavioral health needs can directly benefit from these awards. That includes:

- Individuals who are elderly,
- Individuals with disabilities,
- Individuals living with a Serious Mental Illness (SMI) designation, and
- Children with behavioral health needs.

10. Can award funds support people living outside of Arizona?

Funded programs should only support Arizona residents, including Arizona residents living on tribal land.

11. Can funds only go to Medicaid recipients? What if my project serves people receiving services through Medicaid and private insurance?

Award funding can only be used to support people in Medicaid-eligible programs. Any money requested should be for the Medicaid HCBS participants, not for any individuals who use private insurance or pay for services out-of-pocket. However, non-Medicaid clients in Medicaid-eligible programs may also benefit as a result of a program that mostly supports Medicaid clients.

For example, an agency may use funding for an adaptive gym for their health programming for Medicaid recipients. In addition, the agency could let other, non-Medicaid recipients use the gym and charge a fee to help sustain the program.

If a project will benefit non-Medicaid participants as much as or more than Medicaid participants, applicants should consider self-funding the parts of the project that benefit non-Medicaid participants.

12. **What is the difference between programmatic projects and infrastructure projects?**

Programmatic projects are projects that create new or build the capacity of existing programs, services, or activities. These projects should seek to improve member experience, health, or safety through community participation, self-advocacy, relationship building and health promotion.

Infrastructure projects involve the purchase of or improvements to equipment, connectivity access, data systems, assistive technology, vehicles or physical plant modifications. These purchases or improvements should directly impact member experience, health, or safety. Awards under infrastructure projects exclude purchasing or acquiring structures (e.g., houses, buildings, etc.).

13. **Do projects need to be sustainable after the end of award funding?**

Both programmatic and infrastructure projects should include reasonable plans for sustaining the project after the end of award funding.

For instance, organizations could create health programming that Medicaid recipients can participate in for free while non-Medicaid recipients pay a fee. These fees could then support the program.

Award Funding

14. **Will AHCCCS prioritize certain types of organizations for funding?**

AHCCCS seeks to disburse grants across all HCBS Medicaid programs, distribute funds geographically across the state in both rural and urban areas, and support diverse organizations and populations served with both programmatic and infrastructure projects. To that end, AHCCCS has created a process and criteria to support equitable evaluation of eligible applicants.

15. **Can I use the funding to supplement an existing project?**

Program award funding may be used to supplement, enhance, expand, or strengthen existing services. However, the program award funding may not supplant or replace existing state funds expended for Medicaid HCBS.

16. Is there a maximum project budget for each application?

Applicants can request a maximum of $500,000.

17. Is there a minimum project budget for each application?

Applicants must request at least $10,000.

18. How much funding can each applicant be awarded?

Applicants can request between $10,000 and $500,000 for their project.

19. How will I know if my application is chosen?

Your organization will receive a notification from GrantsConnect if your application is chosen for funding. These notifications will go out in July 2023 (anticipated).

20. How soon can I expect funding to arrive if I am chosen?

Your organization can expect to receive funding in August 2023 (anticipated) if chosen.

21. Will our organization receive all funding upfront?

Yes, your organization will receive the full amount upfront as a lump sum payment.

22. How long do I have to spend my award funding?

All funds must be spent by September 30, 2024.

23. Does our organization need to repay funding if our reporting shows our project did not achieve the intended results?

Applicants are responsible for providing quarterly reports to AHCCCS through its contractor, Public Consulting Group, and for making timely progress on their proposed project. Should AHCCCS identify funds that were not expended according to the guidelines set by AHCCCS, AHCCCS reserves the right to recoup all improper funding or other expenditures.

24. Can I update my project if significant changes occur after I receive funding?

All program award funds must be expended for the sole purpose of operating the program described in your grant application. You may develop your own strategies and approaches to use that funding; but funding must be spent on the allowable costs outlined in your budget and implemented according to your

project overview. You cannot make any updates to your project that would significantly alter these key pieces.

25. **Does our organization need to return funding that it does not spend?**

Yes, any unspent funding must be returned to AHCCCS within 60 days of the project end date.

Application

26. **How do I apply?**

Applicants can apply online at [GrantsConnect](#).

27. **What is the deadline to apply?**

Applicants must apply by 5:00 p.m. MST on May 16, 2023.

28. **How many times can I apply?**

Applicants may only apply for one project. However, if there is an issue with your application, you may submit an updated application for that same project to correct the issue.

29. **What information is included in the application?**

The application sections and required information include:

- Organization and Experience:
  - o Description of your organization, its programs, and service area,
  - o List of key personnel and their role in the project, and
  - o Details of the communication or marketing strategy you will use to promote your project.
- Project Overview
  - o Short description of your project, including whether it is a new project or an expansion of an existing one,
  - o Award goals your project will achieve,
  - o Need your project is addressing,
  - o Key milestones and deliverables,
  - o How you project fits your organization's strategy and vision, and
  - o Potential risks and solutions to address these risks.
- Project Impact
  - o People and areas that will benefit from your project. and
  - o Any partners for your project, if applicable.

- Budget
    - Detailed description of project costs, including
        - Milestone, phase, or deliverable,
        - Projected start and end dates,
        - Total costs, including staff, materials, and administrative costs, and
    - Sustainability plan for continuing the project after funding ends.
- Timeline
    - Any additional details on your project timeline, and
    - Start and end dates for the project.
- Reporting Outcomes
    - Target outcomes for your project, and
    - Method for collecting and measuring data for outcomes.

30. How will my application be scored?

Your application will be scored according to the following criteria:

- Organization and Experience
    - Staffing plan includes sufficient resources and expertise, and
    - Communications plan is complete and likely to be effective at increasing awareness.
- Project Overview
    - Fully describes your project, including how it will effectively meet the objectives you selected,
    - Addresses a significant community need,
    - Milestones and deliverables are comprehensive and present a logical plan for completing the project,
    - Fits within your organizational strategy and vision, and
    - Describes a feasible plan to address any potential barriers.
- Project Impact
    - Provides a strong benefit to HCBS participants or the overall HCBS system (participants, families, direct care workers, etc.).
- Timeline
    - Provides substantial information, including key milestones, and
    - Project feasibly can be completed by September 2024.
- Budget
    - Clearly defines and justifies all costs, and
    - Includes a thorough plan for sustaining the project after funding ends.

- Reporting
  - The outcomes you selected align with your proposed project and AHCCCS priorities for the funding, and
  - Provides a detailed and feasible process for collecting and measuring data, including a set of metrics to evaluate the impact of the grant on HCBS participants.

AHCCCS is committed to distributing award funds fairly and equitably and has developed this review and award process to support that goal.

31. How will I know if my application is received?

You will receive a confirmation email from GrantsConnect after your application is submitted. You can also log in to your GrantsConnect account and check the status of your application to see if it has been updated to "submitted" status

32. What documentation do we need to complete the application?

Any applicants partnering with other organizations will need to include letters of support from their partners with the application.

You will also need your six-digit Medicaid ID, excluding Area Agencies on Aging.

33. Can more than one organization partner on a project?

Yes, you can partner with other organizations as part of your project. A section of the application will provide space to list partners. Only the lead applicant responsible for the award should apply on behalf of the partnership.

34. Will there be more rounds of funding in the future?

AHCCCS may consider a second round if funding remains. However, any organizations that received funding as part of the first round may be excluded from applying for this second round.

GrantsConnect

35. Where can I go for help using GrantsConnect?

The award website includes resources on using GrantsConnect.

AHCCCS will also host webinars on April 19 from 12 to 1 p.m. that will cover the GrantsConnect platform, what's included in the application, and instructions for applying. You can register for the webinar at the [Zoom link here](#).

Reporting

36. What are the reporting requirements?

Applicants who receive funding will be responsible for providing quarterly reports to AHCCCS through our contractor, Public Consulting Group.

37. How long does our organization need to retain program documents?

All expenses and documents related to this program must be retained and accessible for audit and review by AHCCCS for 10 years.

Contacts

38. Whom should I contact if I need assistance?

If you have any questions on the award program or submitting the application, please contact AHCCCSARPAwardsHelp@pcgus.com.

39. Will there be any webinars to help applicants?

AHCCCS will host two webinars related to this award program.

The first webinar on April 10 from 10 to 11 a.m. will introduce the award program and provide more details on eligibility, covered activities, and priorities for the funding. You can register for the first webinar at the Zoom link here.

The second webinar on April 19 from 12 to 1 p.m. will cover the GrantsConnect platform, what's included in the application, and instructions for applying. You can register for the second webinar at the Zoom link here.